
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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Frequently Asked Questions

Homestead Database

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- 1. When a taxpayer applies for a homestead deduction through the sales disclosure form, who is responsible for verifying the ID numbers?**

The auditor is responsible for verifying the homestead application portion of the form, including the appropriate identification information.

- 2. What happens if a taxpayer doesn't supply the information required to receive a property tax deduction? Should the form be accepted?**

The sales disclosure form should still be processed by the assessor as a valid form. However, the auditor must then inform the taxpayer that he or she is responsible for providing this information in order to receive the benefit(s). If the taxpayer does not supply it, he or she cannot receive the benefit.

- 3. The sales disclosure form says that certain numbers are confidential. How am I supposed to verify it?**

Pursuant to IC 6-1.1-5.5-3, if a sales disclosure form includes the telephone number or social security number of a party, the telephone number or social security number is confidential. In order to protect the identity of taxpayers, the DLGF has been very cautious to redact sensitive information whenever possible. When the form says "confidential," this means that a value was entered in those fields. The auditor's office then simply logs into the system and double checks that the numbers are there and valid.

- 4. I forgot my password. How can I get a new one?**

If you forget your password, send an e-mail the homestead mailbox (Homestead@dlgf.in.gov) using the e-mail address tied to the account. Include your username and a new password. If no password is provided, one will be created for you.

5. According to the homestead database, there is a parcel in our county that has an incorrect county number listed with it. I am unable to change it. How do I fix this?

The system does not allow users to edit records outside of their assigned county. To correct a county number, please contact a homestead administrator. Users may e-mail the homestead mailbox at Homestead@dlgf.in.gov with the parcel number to be corrected.

6. Should I delete records from the homestead database after a taxpayer is no longer associated with the parcel that received a homestead deduction?

No. The activity type field should be changed from Homestead to Vacated_Hm.

7. Will these vacated parcels affect our county's compliance?

No. Records marked as Vacated_Hm will not impact the county's homestead compliance check.

8. Our office has a new employee who needs access to the homestead database. How can we set her up with an account?

You will need to fill out the homestead login request form and e-mail it to Homestead@dlgf.in.gov. You can find the form at <http://www.in.gov/dlgf/files/DLGF-LoginRequestForm.pdf>.